



# EXHIBITION PROPOSAL GUIDELINES

Email the following to the Exhibitions Coordinator ([mikelson@cooper.edu](mailto:mikelson@cooper.edu)) with the subject line "Exhibition Proposal."

1. Your name(s), contact information, and current semester(s)\*.  
\*2nd semester Sophomore, 1st Semester Junior, etc.
2. Images (3 to 5 per person) of the work you would like to show. If you have not made the work yet, submit images of past work and a description or sketches of the new work.
3. A short typed summary (half a page) describing your thoughts on exhibiting this work. Include why you are proposing this exhibition and how you imagine presenting it.

The Dean and Assistant Dean will review your materials with the Exhibitions Coordinator as they come in, and may schedule a meeting with you to discuss your proposal before scheduling takes place.

Please bear in mind that space is limited, and submitting a proposal does not guarantee that you will be able to have a show at this time.

Please note the following guidelines set forth by the Dean and the Curriculum Committee:

Only Seniors, Juniors, and second-semester Sophomores are eligible to stage exhibitions. With the exception of class shows in which they may participate, Freshmen and first-semester Sophomores are not yet eligible for exhibitions.

Seniors in their final semester are required to present their work to the Cooper community; any other exhibitions put on by students are not academic requirements, and should not interfere with the students' academic obligations. Students must be in good academic standing in order to put on a non-Senior exhibition.

To foster the spirit of collaboration and to better accommodate the many space requests, collaborative shows of two or more persons are HIGHLY encouraged, and may be given scheduling preference.

Alcohol may only be served at receptions where at least half of the exhibitors are 21+ years of age. (Meaning you for a solo show, or half of your group for a group show.)